



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-242

Date: May 5, 2011

1 FAM 010 AUTHORITY, RESPONSIBILITY, AND ORGANIZATION

Changes

1. 1 FAM 010, Authority, Responsibility, and Organization:

- **1 FAM 011.1, Scope, paragraph c:** The official organization chart of the Department can be found on the U.S. Department of State Intranet Web site.
- **1 FAM 012, The Secretary of State's Authority, paragraph c:** Former E.O. 10973 was revoked by E.O. 12163;
- **1 FAM 014.2, Key Organizational Practices:** This is a new section stating the eight key practices and implementation steps to be followed, to the extent practicable, in major reorganizations of bureaus or offices in the Department of State;
- **1 FAM 014.3, Organizational Nomenclature:** This renumbered section was formerly section 1 FAM 014.2;
- **1 FAM 014.4, Generic Responsibilities:** This renumbered section was formerly section 1 FAM 014.3;
- **1 FAM 014.5, Organization Planning Principles:** This renumbered section was formerly section 1 FAM 014.4;
- **1 FAM 014.6, Organizational Control:** This renumbered section was formerly section 1 FAM 014.5. During the bureau reorganization planning process, a bureau should consult its HR Service Provider (formerly the the Office of Civil Service Personnel (HR/CSP)) on position classification and organizational design issues and the Office of Policy Coordination (HR/PC) on liaison and notification to the unions. Final FAM updates are a pre-requisite for the final bureau reorganization approval plan. Prior to the bureau reorganization

implementation date, all changes must be reported to the appropriate HR Service Provider, HR/RMA, HR/PC, M/PRI, and A/GIS/DIR, so that necessary implementation steps can be taken;

- **1 FAM 014.7, Organizational Policies and Criteria:** This renumbered section was formerly section 1 FAM 014.6. There are a number of changes to policies and criteria in this section;
- **1 FAM 014.8, Functional Statements:** This renumbered section was formerly 1 FAM 014.7. The appropriate HR Service Provider has replaced the Office of Civil Service Personnel (HR/CSP);
- **1 FAM 015, Organization Symbols, paragraph a:** The acronym for the Office of Financial Policy and Management Controls is now RM/GFS/FPRA/FP; and
- **1 FAM Exhibit 011.1, United States Department of State:** This organization chart of the Department of State has been deleted since one can now access the chart on the Department's Internet Web site.

2. Crosswalk for Subchapter:

From Old Section	To New Section
014.2	014.3
014.3	014.4
014.4	014.5
014.5	014.6
014.6	014.7
014.7	014.8

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 010 (CT:ORG-217, 07-23-2009; 24 pages) and insert revised subchapter 1 FAM 010 (23 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-242, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/RMA/RPA)